IC Minutes 02/24/23

Northland Pioneer College

Instructional Council (IC) Meeting Minutes

[Agenda Packet](#) • [Task List](#)

Voting Members Present:

Pat Lopez, Wes King, Xander Henderson, Eleanore Hempsey, Wei Ma, Renee Freese, Jeremy Raisor, Susan Hoffman, Rachel Arroyo-Townsend, Ruth Creek, Michelle Prentice

Advisory Members Present:

Michael Solomonson, Michael Broyles, Donna Krieser, Luann Crosby, Josh Rogers, Frank Orona, Cassie Dows

Guests:

Allison Landy, Melody Niesen, Tamara Osborne, Marletha Baloo, Lia Keenan, Shanna Kukla, Jodie Humphrey, Rachel Channell, Ryan Jones, Lynn Johnson, Susan Jensen

1. Roll Call
2. Approval of 02/10/23 IC Minutes (02) – Pat Lopez – (action)
   a. **MOTION** by Xander Henderson to approve the 02/10/23 meeting minutes
   b. **SECOND** by Michelle Prentice
   c. **DISCUSSION**
      i. During the 02/10/23 meeting, there was a discussion about placement options, and it was noted that one option was missed.
         1. Under 4. a. added "GED within the last five years also works for placement."
   d. **APPROVED** by unanimous vote
3. Updates
   a. DEI – none
   b. SSA (03) – Melody Niesen - (discussion)
      i. SSA was looking for IC's input on the idea of lowering the 64-credit hours requirement for a degree to 60-credit hours.
      ii. There are currently degrees that require less than 64 through exceptions that were requested.
      iii. HLC states 60-credit hours as the minimum, so a range of anything 60-credit hours or higher would be beneficial.
      iv. A suggestion was made that any change wait until the AGEC redesign has been completed.
      v. Another suggestion was made that perhaps we no longer push a degree completion for transfer students, but rather push the transfer courses needed.
         1. Clarification was given that if a student completes the AGEC block but does not get a degree, their AGEC courses may not all be recognized by the

    university, whereas if they finish their degree, the complete AGEC block is accepted.

   2. Students who have achieved a degree at a community college are much more likely to complete their bachelor's degree.

  vi. There is a growing trend toward 120-credit-hour bachelor's degrees as opposed to 128-credit-hour.

  vii. Pell grant-funded students are using up more of their 96 allowed credits here rather than at the more expensive universities.

  viii. Feedback from other departments is an important part of this decision.

  ix. SSA will bring this back to IC for a vote at a later date.

 c. TAS – none

 d. DII – none

4. Curriculum

 a. ACRES – HPE and BHS new course approvals – Pat Lopez and Michael Broyles – at the beginning of the meeting, it was requested that this item be moved to the end of the meeting in order to ensure that the rest of the agenda was addressed before looping around to this "in-meeting voting session"

  i. In-meeting voting session

   1. BHS 140 – consensus was that it was okay to approve this course despite suggestions regarding multiple verbs used in outcomes

    a. The wording of outcomes will be reviewed as a piece of the *Instructions to Course Forms in ACRES* revisions.

    b. Course already had 6 votes

   2. BHS 210

    a. Small changes were made to clarify the language in the description

    b. Course already had 6 votes

   3. BHS 220

    a. Change was made regarding the description suggestion in ACRES

    b. **MOTION** by Xander Henderson to approve in session the BHS 220 new course form as amended.

    c. **SECOND** by Michelle Prentice

    d. **ABSTAIN** by Jeremy Raisor

    e. **APPROVED** by majority vote

   4. BHS 175

    a. Subtopics were removed to make the course topics more succinct

    b. **MOTION** by Eleanore Hempsey to approve in session the BHS 175 new course form as amended.

    c. **SECOND** by Wes King

    d. **ABSTAIN** by Jeremy Raisor

    e. **APPROVED** by majority vote

   5. BHS 185

    a. There was a question as to whether this course could be replaced by the Cultural Anthropology course.

    b. Rachel Channell expressed that the difference is the need for BH professionals to be able to understand multi-cultural differences with intent to utilize that information in a practical application.

    c. **MOTION** by Eleanore Hempsey to approve in session the BHS 185 new course form with the intent to revisit the possibility of

        replacing it with an already existing Cultural Anthropology or Sociology course.

    d. **SECOND** by Xander Henderson

    e. **ABSTAIN** by Jeremy Raisor

    f. **APPROVED** by majority vote

6. As a general issue for many of the HPE courses, "students learn…" might not be an appropriate start to a description.

    a. It was suggested that while it may not be the correct way to describe a course, it doesn't take away from the legitimacy of the rest of the description, so this should not hold up any voting.

    b. *This will be discussed later with Instructions for Course Forms in ACRES.*

7. HPE 200

    a. Some small grammatical errors were corrected on #2, #3, and #6 outcomes.

    b. Change was made to remove observation at White Mountain PT as mode of instructional delivery as this type of observation is more aligned with homework

    c. **MOTION** by Eleanore Hempsey to approve in session the HPE 200 new course form as amended.

    d. **SECOND** by Wei Ma

    e. **ABSTAIN** by Jeremy Raisor, Michelle Prentice

    f. **APPROVED** by majority vote

8. HPE 181

    a. Formatting changes were made to numeric list in the course topics.

    b. **MOTION** by Wes King to approve in session the HPE 181 new course form with changes made.

    c. **SECOND** by Susan Hoffman

    d. **ABSTAIN** by Jeremy Raisor, Michelle Prentice

    e. **APPROVED** by majority vote

9. HPE 179

    a. **MOTION** by Xander Henderson to approve in session the HPE 179 new course form

    b. **SECOND** by Wes King

    c. **ABSTAIN** by Jeremy Raisor, Michelle Prentice

    d. **APPROVED** by majority vote

10. HPE 178

    a. **MOTION** by Xander Henderson to approve in session the HPE 178 new course form

    b. **SECOND** by Susan Hoffman

    c. **ABSTAIN** by Jeremy Raisor, Michelle Prentice

    d. **APPROVED** by majority vote

11. HPE 146

    a. **MOTION** by Eleanore Hempsey to approve in session the HPE 146 new course form

    b. **SECOND** by Renee Freese

    c. **ABSTAIN** by Jeremy Raisor, Michelle Prentice

    d. **APPROVED** by majority vote

12. HPE 113
   a. **MOTION** by Eleanore Hempsey to approve in session the HPE 113 new course form
   b. **SECOND** by Xander Henderson
   c. **ABSTAIN** by Jeremy Raisor, Michelle Prentice
   d. **APPROVED** by majority vote
13. HPE 104
   a. **MOTION** by Susan Hoffman to approve in session the HPE 104 new course form
   b. **SECOND** by Wes King
   c. **ABSTAIN** by Jeremy Raisor, Michelle Prentice
   d. **APPROVED** by majority vote
14. HPE 157
   a. Concern was posed regarding this cannibalizing enrollment from the BIO 160 course.
   b. This course is more in depth as it relates to physical therapy.
   c. **MOTION** by Eleanore Hempsey to approve in session the HPE 157 new course form with the intent of examining the role of BIO 160 in the future
   d. **SECOND** by Wes King
   e. **DISCUSSION**
      i. Concern was posed to having programs rolled out for high school students
   f. **ABSTAIN** by Jeremy Raisor, Michelle Prentice
   g. **APPROVED** by majority vote
15. HPE 140
   a. **MOTION** by Xander Henderson to approve in session the HPE 140 new course form
   b. **SECOND** by Ruth Creek
   c. **ABSTAIN** by Jeremy Raisor, Michelle Prentice
   d. **APPROVED** by majority vote
16. HPE 135
   a. Concern was posed to the duplication of a nutrition course with the current HES 145, and it was asked if this could be cross listed with this course
   b. We need to determine if the existing class will fulfill this requirement or if this new class is needed due to the specific topics geared to Sports Nutrition
   c. **MOTION** by Xander Henderson to postpone approval of this course until the 03/10/23 to allow for time to determine whether this course is necessary
   d. **SECOND** by Wes King
   e. **ABSTAIN** by Jeremy Raisor, Michelle Prentice
   f. **APPROVED** by majority vote
17. HPE 131
   a. **MOTION** by Eleanore Hempsey to approve in session the HPE 131 new course form with the intent of examining the role of PSY 101 in the future

b. **SECOND** by Wes King

c. **ABSTAIN** by Jeremy Raisor, Michelle Prentice

d. **APPROVED** by majority vote

18. HPE 120

    a. **MOTION** by Eleanore Hempsey to approve in session the HPE 120 new course form

    b. **SECOND** by Renee Freese

    c. **ABSTAIN** by Jeremy Raisor, Michelle Prentice

    d. **APPROVED** by majority vote

19. HPE 116

    a. Approved outside of session

20. HPE 112

    a. There was some concern about the outcomes and topics.

        i. Suggestion was made that outcome #1 should be split as evaluating athletic injuries and applying CPR techniques are not related topics. (Comment from ACRES)

        ii. Suggestion was made that topics #2-5 should be combined. (Comment from ACRES)

    b. **MOTION** by Renee Freese to postpone approval of HPE 112 until the 03/10/23 to allow for time to determine whether this course is necessary

    c. **SECOND** by Xander Henderson

    d. **ABSTAIN** by Jeremy Raisor, Michelle Prentice

    e. **APPROVED** by majority vote

21. HPE 210

    a. **MOTION** by Renee Freese to postpone approval of HPE 210 until the 03/10/23 to allow for IC to consider the changes made to outcomes

    b. **SECOND** by Susan Hoffman

    c. **ABSTAIN** by Jeremy Raisor, Michelle Prentice

    d. **APPROVED** by majority vote

22. HPE 162

    a. Comment made regarding outcome being measurable when using the verb "analyze"

    b. **MOTION** by Eleanore Hempsey to approve the HPE 162 new course form

    c. **SECOND** by Xander Henderson

    d. **ABSTAIN** by Jeremy Raisor, Michelle Prentice

    e. **APPROVED** by majority vote

b. New Programs

    i. BAM Feasibility Study – Procedural Error in 1/27 meeting – Pat Lopez – (discussion)

        1. When we discussed this feasibility study, it was motioned and seconded to table but not voted on. This was done in error, the chair regrets the error.

        2. In exploring the intent, it was found that the item should have been postponed rather than tabled.

    ii. BAM updated Feasibility Study (04) – Rachel Arroyo-Townsend – (action)

        1. Concerns from the 1/27/23 meeting were addressed:

            a. Who is the degree for?

          i. For the 20+ direct-to-work degrees with no pathway

          ii. This is referenced in the Feasibility study on pages 3, 9, and 13.

     b. Too many business courses in the degree

          i. At 59 business courses, we are lower than the university (NAU, UoA, ASU) average of 71 business courses.

     c. Courses included that aren't relevant to management

          i. Managers need to be well-rounded to handle a range of responsibilities, not solely managing employees.

          ii. The universities have the same type of diversity in their courses.

     d. Low responses to business survey

          i. It was sent to numerous entities, unfortunately the 29 responses were all that was received back.

2. Clarification was given that while the libraries do offer make-up testing and testing for those needing accommodations, however, they do not offer the wide-scope paper testing that might be suggested by the terminology in the feasibility study.

3. Concern was expressed about:

     a. Competition

          i. Concern was expressed that the section of the FS stating that we can offer bachelor's degrees cheaper than the universities violates the spirit of the legislation that discourages CCs from directly competing with universities for baccalaureate students.

          ii. Clarification was given that the legislation is district-specific, so we are less restricted in this regard, but still must take this into consideration.

     b. Too many upper-level business courses

          i. This bachelor's degree seems to be all business classes in the upper division, which seems less liberal than it should be and more like a graduate degree.

          ii. This happens because our degrees are stackable where the university does not have that structure.

          iii. It may be too broad to try to funnel 20+ degrees into one bachelor's degree.

          iv. Work is being done to try and address the issue of the number of Gen Ed credits that would need to be earned.

4. Allison Landy offered the support of the Ad Hoc group in working out some of the issues faced by the BAM Feasibility study.

5. There is a gap between the AAS degrees MAT requirements and the BAM MAT requirements that would require additional MAT courses.

6. It was noted that there is a difference between the university BS degrees and this BAS degree.

     a. This may be where people are struggling with how this degree is structured.

     b. The design needs to be reassessed to make it more closely resemble a BAS degree as opposed to a BS degree.

7. **MOTION** by Xander Henderson to postpone to review at the end of March with revisions proposed in this meeting
8. **SECOND** by Eleanore Hempsey
9. **MOTION AMENDED** by Xander Henderson to postpone to review for 1st meeting in April with revisions proposed in the meeting
10. **SECOND** by Eleanore Hempsey
11. **ABSTAIN** by Rachel Arroyo-Townsend, Jeremy Raisor
12. **APPROVED** by majority vote

    iii. ~~BAM updated strikethrough (05) – Rachel Arroyo-Townsend – (discussion)~~ Removed due to previous agenda item being postponed.

    iv. AJS Program CP, CAS, AAS – Mark Camisa – (action)

        1. **MOTION** by Wes King to approve the AJS Program CP, CAS, AAS program
        2. **SECOND** by Renee Freese
        3. **DISCUSSION**
            a. Concern was expressed again regarding the 36-credit Peace Officer course
                i. The intention is to break this out into separate courses in the future.
                ii. Some of this has already been started in ACRES.
        4. **ABSTAIN** by Jeremy Raisor
        5. **APPROVED** by majority vote

  c. Program Modifications – none
  d. Program Deletions – none
  e. Program Suspensions – none
  f. Misc. Curriculum – none

5. Old Business (not related to curriculum) – none

  a. February 14 meeting with President Hazelbaker - Report back – Pat Lopez – (information)

    i. This meeting covered three questions that President Hazelbaker had regarding IC

        1. What is IC's role in Strategic Planning as it relates to academic planning?
            a. It was shared that IC's role is very small.
                i. Input in the Mission, Vision, and Values would be a good example of IC's role in strategic planning.
            b. IC is mainly focused on curriculum and instruction.
        2. What are the roles and integration of /IC/LTC/TAS/ITCS regarding instructional technology/software upgrades?
            a. The conversation started around historical background as it related to the CIO prior to Scott Estes and issues that arose at that time.
            b. There needs to be discussion between IC and TAS regarding things like connected classroom layout that would affect instruction.
            c. It was very much a fact-finding mission on the part of the president.
        3. What ideas do you have for a Data Workbook – 2025/2026?
            a. President Hazelbaker will be meeting with Michael Broyles, Michael Solomonson, and Judy Yip-Reyes to discuss this.
            b. What will the workbooks contain, what data sets that we aren't already looking at?
            c. Will be used to measure student performance for future improvement opportunities.

6. New Business (not related to curriculum) – none

7. Announcements & Reporting of Previous Tasks
8. Future Agenda Items
9. Adjournment – (action)